The Making of Modern Michigan
Digitization Plan for Participating Library

Contact Information

Grant Administrator: _____

Library Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____

Title of Project: _____

Project Number: _____

Revised plan submitted by: _____
                           Signature   Printed Name and Date

Revised plan approved by: _____
                          Signature   Printed Name and Date

Part I. Identify resources available for the project.
Add extra pages if needed.

A. Human resources (staff and/or volunteers)

Name	Time commitment	Skills or areas of expertise
Example: Mary Smith	*4 hours per week in June and July*	*Cataloger*

B. Hardware and software resources and connectivity at your library

Remember, it is not necessary to perform the digitization work at your own institution; the resources of the regional digitization centers are available to you. However, even if you plan to do all the work at your regional center, it can be useful to know what resources are available locally.

Web access (needed for metadata creation and file transfer). Modem or cable/dsl connection? _____

Peripherals (e.g. scanner) _____

_____

Software (e.g. photo editing, OCR)_____

_____

Part 2. Select the materials to be digitized.

A. Thematic considerations

Are the materials you wish to digitize...   (Please include your comments.)

...unique to your collection? If not, is there any possibility of duplication of effort? Consult the MMM inventory database: http://

mmm.lib.msu.edu/inventory/ _____

_____

_____

...related in some way to Michigan history? See the MI EPIC History Themes website for ideas: http://michiganepic.org/historythemes/

purpose_mi.html _____

_____

_____

...visually appealing? well documented? Will they need interpretation to be useful and/or usable? _____

_____

_____

B. Technical considerations

Is any of the material you wish to digitize...   (Please include your comments.)

...larger than 11x17 inches? _____

_____

_____

...too tightly bound to obtain a readable image on a flatbed scanner? (check with photocopier) _____

_____

_____

...too fragile for repeated handling? _____

_____

_____

<center>Part 3. Physical inventory of material.</center>

A. Images

How many items will be represented by a single image? (i.e. a photograph with nothing written on the back) _____

How many items will be represented by two images? (i.e. a photograph with a caption written on the back; a postcard with scene on front and message on back) _____

How many items will be represented by three or more images? (i.e. books, pamphlets, other items)_____

How many items are appropriate for bitonal scanning? (i.e. 2-bit color depth: black & white only, such as laser printouts) _____

How many items are appropriate for grayscale scanning? (i.e. 8-bit color depth: 256 shades of gray, such as newspaper photographs)

_____

How many items are appropriate for full-color scanning? (i.e. 24-bit color depth: 16.7 million color choices, such as full-color illustration of a landscape or painting) _____

Scanning Specifications

- For 2-bit color (black & white), scan at 600 dpi. Save in TIF format if available; otherwise save in GIF format.
- For 8-bit color (grayscale), scan at 400 dpi. Save in TIF format.
- For 24-bit color (full color), scat at 400 dpi. Save in TIF format.

Create JPG reductions. Size may vary, but 750 pixels wide (length in proportion to width) is generally a good choice. **Always** save the TIF version as a master image.

B. Other types of material

Do you plan to transcribe any items? How many pages? _____

For transcribed items, is Optical Character Recognition a possibility?_____

Does the collection include any audio or video materials? Give number of items and total number of minutes. _____

<center>Part 4. Copyright inventory of material.</center>

How many items in your proposed collection...

...are in the public domain? (published in the U.S. before 1923) _____

...are either unpublished or published in the U.S. after 1923, or may be protected for other reasons? _____

Of the items which are or may be protected by copyright, how many do you have permission to digitize? _____

Of the items remaining (those which are or may be protected by copyright but you do not have permission), for how many do you have contact information for the rights owner? _____

Please provide additional information if needed. _____

_____

_____

Part 5. Metadata inventory of material.

How many items in your collection will need individual metadata records? _____

How many of these items already have catalog records available in MARC format? _____

How many of these items already have descriptive information available in some other format? (FileMaker database, etc.)_____

How many of these items will require a librarian's time to discover or verify basic bibliographic information? _____

Part 6. Estimates of time required to complete major tasks.

Select, order, install, and test new equipment, if applicable. _____

Organize items into collections; add all items to MMM inventory database. See appendix 1 for info needed for each item. _____

Organize items into scanning groups by physical format and image specification. _____

Gather contact information for rights owners of protected materials. _____

Scanning (20-30 images per hour); FTP scanned images to MSU or Wayne. _____

Travel time to regional digitization center for scanning, if applicable. _____

Enter metadata records. See appendix 2 for info needed for each item. _____

Part 7. Proposed work plan.

Task	Person responsible	Date to be completed

<p style="text-align:center;">Appendix 1. Information needed to enter an item into MMM inventory database.</p>

If this information is easily accessible, you may be able to enter 15-20 records per hour. If it has to be obtained from several locations in your library, data entry will be slower.

- Title of the item (or, a provisional title for untitled materials, such as "photograph of 1910 Labor Day parade")
- Has material been published?
- Was material published (or created, if not published) in the United States?
- What year was it published or created?
- What is the format: photograph, audio, video, or other?
- Is the author deceased? If yes, do you know the year of death?

<p style="text-align:center;">Appendix 2. Information needed to create a Dublin Core record using the MMM interface.</p>

If this information is easily accessible, you may be able to enter 8-10 records per hour. If it has to be obtained from several locations in your library, data entry will be slower.

- Title of item
- Creator (author, photographer, etc.)
- Subject (select from a list of likely LCSH headings or input your own)
- Description (can be taken from item, such as table of contents)
- Publisher (if applicable)
- Contributor (such as editor, translator - if applicable)
- Original date (date of creation or publication)
- Digitization date (year only, can be generated automatically)
- Material type (such as image, sound, text - select from a short list)
- Use format (such as jpg or gif - select from a short list)
- Creation format (specifications of the digital object, such as resolution and color depth)
- Identifier (ID code from inventory system - will be entered automatically by metadata interface)
- Source (information about the item that was digitized)
- Language (select from short list or look up language code)
- Relation (identity closely-related items, such as second volume of a diary)
- Coverage (precise information about geographic location and time period, if LC headings are not sufficient)
- Rights
- Holding institution (library name and address; can be copied from one record to next)